

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE**

THURSDAY, OCTOBER 28, 2010

MINUTES

Present: Chair: Tom Callahan (by phone), Michael Allison, Phil Barry, Harry Birkenruth, Pat Carino, Matt Hart, Phil Spak

Staff: Cynthia van Zelm

1. Call to Order

Matt Hart called the meeting to order at 3:07 pm while Chair Tom Callahan participated by phone.

2. Approval of Minutes from September 23, 2010

Phil Barry made a motion to approve the September 23, 2010 minutes. Harry Birkenruth seconded the motion. Phil Spak abstained. The minutes were approved with one abstention.

3. Update on Storrs Center

Cynthia van Zelm said the building plans are proceeding for Phases 1A and 1B. She said the goal is to have preliminary plans ready for the Planning and Design Committee to review on November 16. The formal plans would be submitted in early December to the Mansfield Director of Planning with a referral to the Partnership Board of Directors.

Mr. Birkenruth made a motion to go into executive session pursuant to Connecticut General Statutes sections 1-200 (6) (D), 1-200 (6) (E) and 1-210 (b) (5) to review and discuss commercial and financial information provided in confidence by Storrs Center Alliance.

Mr. Barry seconded the motion.

The motion was approved unanimously.

4. Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (D), 1-200 (6) (E) and 1-210 (b) (5)

Present: Committee members Mr. Allison, Mr. Barry, Mr. Birkenruth, Mr. Callahan (by phone), Mr. Carino, Mr. Hart and Mr. Spak.

Also Present: Ms. van Zelm

5. Review of September 30, 2010 Financials

Ms. van Zelm reviewed the preliminary September 30, 2010 financials with the Committee. She noted that the CT Department of Economic and Community Development would only be supplying the match for design for the intermodal center and not the administrative grant tasks performed by the Greater Hartford Transit District. Ms. van Zelm said she has worked with the Mansfield Director of Public Works and they will split the cost of the \$6,860 cost. The Partnership amount would come from its fund balance in its operating budget.

6. Update on Four Corners Sewer and Water Advisory Committee

Ms. van Zelm said the next Four Corners Sewer and Water Advisory Committee meeting would be on November 10. She said Environmental Partners has been selected to review the options for water service at Four Corners. Ms. van Zelm said a preliminary report is expected in early December on the various options. Mr. Hart said options include bringing water from Tolland or Windham, and drilling wells in either Cedar Swamp or in the Willimantic River.

Ms. van Zelm said the interviews for the sewer pump station design would be on November 1.

7. Project Staffing

Ms. van Zelm said she plans to talk to Partnership Board members about Partnership staffing and tasks as Storrs Center moves toward construction. Mr. Hart suggested that Ms. van Zelm speak with other communities such as West Hartford that went through a similar project with Blue Back Square.

8. Adjourn

Mr. Barry made a motion to adjourn. Mr. Spak seconded the motion. The motion was approved unanimously. The meeting adjourned at 4:45 pm.

Minutes taken by Cynthia van Zelm